



CANNON BUILDING
861 SILVER LAKE BLVD., SUITE 203
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
REAL ESTATE COMMISSION

TELEPHONE: (302) 744-4500
FAX: (302) 739-2711
WEBSITE: DPR.DELAWARE.GOV
EMAIL: customerservice.dpr@state.de.us

APPLICATION FOR REAL ESTATE OFFICE PERMIT INSTRUCTION SHEET

When to File Office Application

File this application when you are:

- opening a *new* Real Estate office in Delaware regardless of whether the office is a new Main Office or a new Branch of an existing Main Office
- relocating a Real Estate office that already has a permit at another Delaware location
- changing a Real Estate office that already has a permit from a Branch to a Main Office or Main to Branch Office
- applying to reinstate a Real Estate office permit that has lapsed and is no longer renewable.

Note: You may be required to apply for a business license *in addition to* this professional license. Contact the Delaware [Division of Revenue](#) and your local municipality.

Type of Office

The application asks you to select the type of office.

- A *Main Office* is the primary office of the business. If it has any Branch Offices, the Main Office is the “headquarters.”
- A *Branch Office* is a “satellite” office of a Main Office. You must identify the Main Office for a Branch.

Broker of Record and On-Site Manager ([24 Del. C. §2919](#))

- All Real Estate offices must have a Broker of Record in charge of the office.
- A Broker must have a separate license for *each* office for which he/she is the Broker of Record. If you are already a Broker of Record for an office and become Broker of Record for an additional office, complete the [Application for Additional Broker of Record](#) form, available on www.dpr.delaware.gov.
- If the Broker of Record for a new office is already the Broker of Record for another office(s), the Broker of Record must designate a Broker or Salesperson licensee assigned to the new office as the office’s on-site manager.

Requirements for All Office Applications

The requirements in this section apply regardless of why you are filing the application.

- ☐ Submit completed [application form](#) signed by the Broker of Record.
- Make sure all questions are answered unless the instructions tell you to skip a question.
 - Forms that are incomplete or unsigned will be rejected.
- ☐ Use this table to decide what fee is required.

IF you are...	THEN enclose the non-refundable...
Opening a new Main or Branch Office or reinstating the permit for an <i>existing</i> Main or Branch office	processing fee by check or money order made payable to “State of Delaware.”
Relocating an <i>existing</i> Main or Branch Office	
Changing an <i>existing</i> Main Office to a Branch or a Branch Office to a Main	maintenance fee by check or money order made payable to “State of Delaware.”

Additional Requirements for *New or Relocating Office Applications*

If you are *opening a new office* or *relocating an existing office*, the following requirements apply in addition to the requirements above. However, if you are only changing an existing office from Main to Branch or Branch to Main, the requirements below do *not* apply.

- ☐ Submit photos showing the building exterior, outside signage, entrance with sign and office interior. If the office is in a private home, the photos must show the required *separate* entrance and sign.
 - There must be a conspicuous sign in place.
 - The photos must show that the office has been furnished.
- ☐ Provide copy of deposit slip or other written verification from a bank with an office located in Delaware showing that the required escrow account has been opened.

IF you are...	THEN...
<i>Opening a new Main or Branch Office</i>	For <i>each</i> Salesperson and Broker assigned to the new office, submit: <ul style="list-style-type: none">• <i>Request for Transfer</i> form signed by releasing broker and employing broker• transfer fee per person• wall licenses and pocket cards that show the previous broker
<i>Relocating an existing Main or Branch Office</i>	Submit: <ul style="list-style-type: none">• list of names of the Salespersons and Brokers assigned to the office that is moving• duplicate license fee per person to receive licenses with updated information• wall licenses and pocket cards that show the previous location <p><i>Transfer forms are not required when an office is relocating.</i></p>

- You must conspicuously display all newly-issued Broker and Salesperson licenses in the new office or location.



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APPLICATION FOR REAL ESTATE OFFICE PERMIT

TYPE OF APPLICATION

1. Select the reason that you are filing this application (check one):

- ☐ I am *opening a new office* that has never had a permit.
☐ I am *relocating an existing office*. Enter the office's permit number: R ____ - ____
☐ I am changing the type (Main or Branch) of an *existing office*. Enter the office's permit number:
R ____ - ____
☐ I am applying to reinstate the lapsed permit of an *existing office*. Enter the lapsed permit number:
R ____ - ____

2. Select the type of office permit you are applying for (check one): ☐ Main Office ☐ Branch Office

BROKER INFORMATION – All applicants complete this section.

3. Name of Broker of Record: _____
4. Delaware License No: R ____ - ____
5. Phone: _____ Fax: _____ Email: _____
6. Is the Broker of Record named above the Broker of Record for more than one office? Yes ☐ No ☐ If yes, enter this information about the Broker or Salesperson licensee who is designated as the on-site manager for this office:
Name: _____ Delaware License No: R ____ - ____

OFFICE INFORMATION – All applicants complete this section.

7. Enter the following information about the office:

Company Name: _____

Mailing Address: _____

City State Zip

Location of Office (no PO Boxes): _____

City State Zip

8. If you checked Branch Office in Question 2, enter this information about the **Main Office** for this Branch:

Do you know the Main Office's license number? Yes ☐ No ☐ If yes, enter it: R ____ - ____

Location of Main Office (no PO Boxes): _____

City State Zip

Mailing Address: _____

City State Zip

LOCATION INFORMATION – Complete this section *only if you are opening a new office or relocating an existing office.*

9. Select type of building where the office you are applying for is located (check one):

☐ Commercial Building – Skip to Question 11.

☐ Private Home – Continue with Question 10.

10. Does the home office have a separate entrance with signage? Yes ☐ No ☐

11. Is the sign conspicuously displayed? Yes ☐ No ☐

12. Is the sign permanently affixed? Yes ☐ No ☐ If no, explain why not: _____

Submit photos showing the building exterior, outside signage, entrance with sign, and office interior. If the office is in a private home, the photos must show the office's *separate* entrance and sign.

ESCROW INFORMATION – Complete this section *only if you are opening a new office or relocating an existing office.*

13. Name of Bank: _____

14. Address: _____

City

State

Zip

15. Escrow Account Number: _____

Submit copy of deposit slip or other written verification of escrow from the bank.

To ensure review of this application at the Commission's next meeting, the Commission office must receive all of these items no later than 4:30 PM ten full working days before the next meeting date:

- Completed and signed application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, allow 4-8 weeks to receive your permit.

Broker of Record Signature: _____ **Date:** _____

***APPLICATIONS THAT ARE UNSIGNED, INCOMPLETE OR NOT ACCOMPANIED BY A REQUIRED FEE
WILL BE REJECTED.***